

Videoconference Collaboration Planning

Contact Info:

Partner name: _____

School: _____

Time zone: _____

Email: _____

Connection type (IP#): _____

Topic: _____

Possible dates/times: _____

If you post an event to a collaboration site list several possible dates and times. Be sure to include EST in your description.

Learner Outcomes: *What do you expect your learners to accomplish? Tie in to standards?*

Methods and Activities: *How will you discuss the topic? (lecture, discussion, debate, presentation, drama, hands-on activity, guest speaker)*

Materials: *What audio/visual aids, web 2.0, handouts, etc will you use in the videoconference?*

Time: *How long will the event be?* _____

Preparation: *What lessons will take place prior to the event?* _____

During the event students will.....

Agenda: *Create a step by step by time agenda for the event and then during the event stick to the schedule!*